Changes to Outlook 2016-2019

We can access these advance configuration options by using the **Mail 32 Bit app** in control panel.

Click on the search bar next to the windows home button on the task bar and type **Control Panel** and it will appear on the top of the results.
Click on Control Panel, or simply hit enter to open.
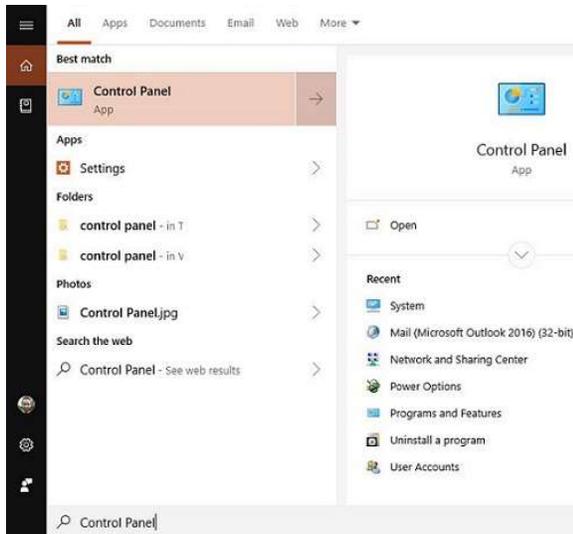
Once in the Control Panel, use the search tool on the top right corner and look for "mail". And you will see **Mail (Microsoft Outlook 2016) (32-bit)**
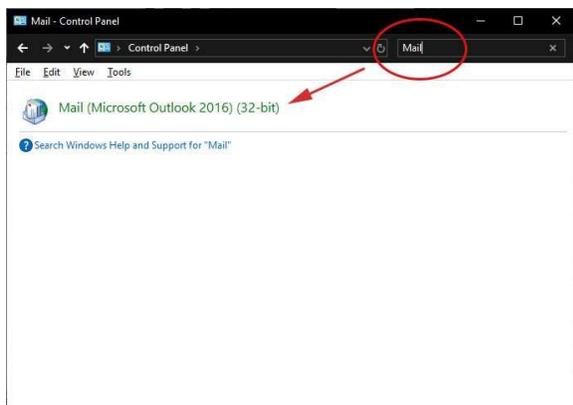
Choose **E-Mail Accounts...** You are now on the old add email interface.
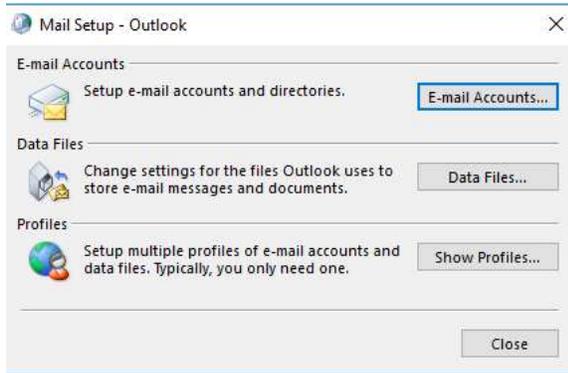
You can now add **new**, **change**, and **remove** accounts from here.
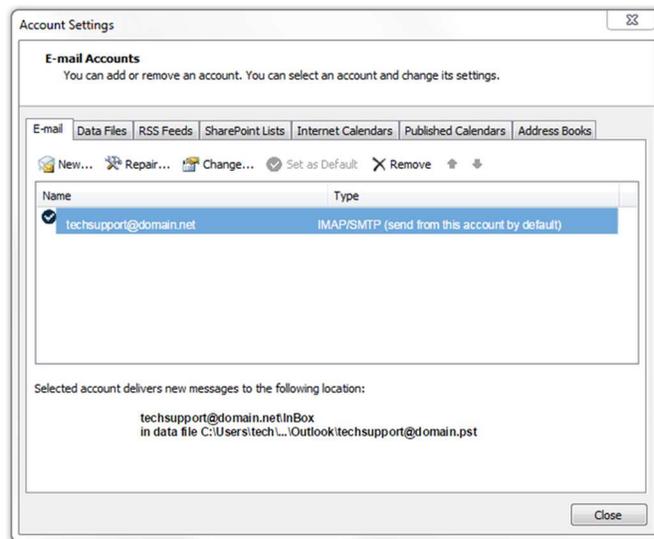
Verify / Update Server Settings:

- Verify the **Name** and **Email Address** field are correct.
- The **Account Type** should show **POP** or **IMAP**. You cannot change this field, but it will tell you what server settings you need to be verifying.
- Verify the **Incoming Mail Server** is **mail.hamiltoncom.net**
- **Update** the **Outgoing Mail Server (SMTP)** to **mail.hamiltoncom.net**
- Verify the **Username** is your full email address, ex. **example@hamiltoncom.net**
- Verify the **Password** is correct. There should be a box checked below to remember that password.

Advanced Settings (If Needed):

- For SSL and port settings, click on the **More Settings** button and verify / change accordingly
- Click on the Advanced Tab.

  - Verify the **Incoming** and **Outgoing server ports** are set to **995** for POP3 or **993** for IMAP, and **587** for SMTP
  - Check the **SSL** box.
  - If you need to adjust the **Delivery** settings, uncheck options like *Leave a copy of messages on the server*. You can leave that option checked and adjust other settings like *Remove from server after a certain number of days* and *Remove from the server when the Deleted items folder*.
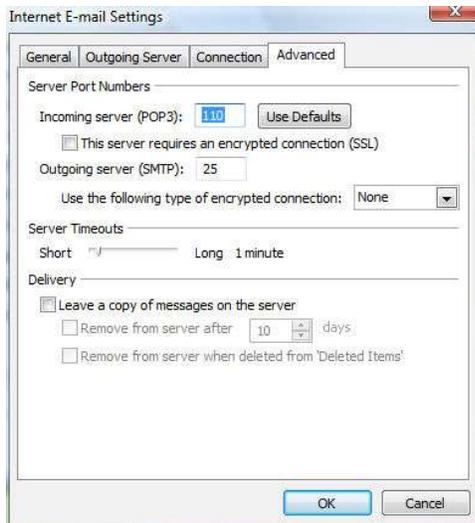
When finished, click **OK**.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click **Close** on this window and test your email to verify it is working.